# Generating monthly/finance subcommittee/board of management reports in Surf

Instructions on printing the following reports:

i. A list of balances on all school bank and cash accounts
ii. A bank reconciliation statement for each bank account
iii. Payments listings for each bank account
iv. Receipts listings for each bank account
v. Income and Expenditure Account report showing actual versus budgeted figures
vi. Balance Sheet report
vii. Aged creditors/suppliers listing report
viii. The nominal/general ledger activity report
ix. School income received in advance (department report)
x. Trial balance

### i.   A list of balances on all school bank and cash accounts

➢ From 'Reports' > under the 'General Ledger' heading select 'Trial Balance'.
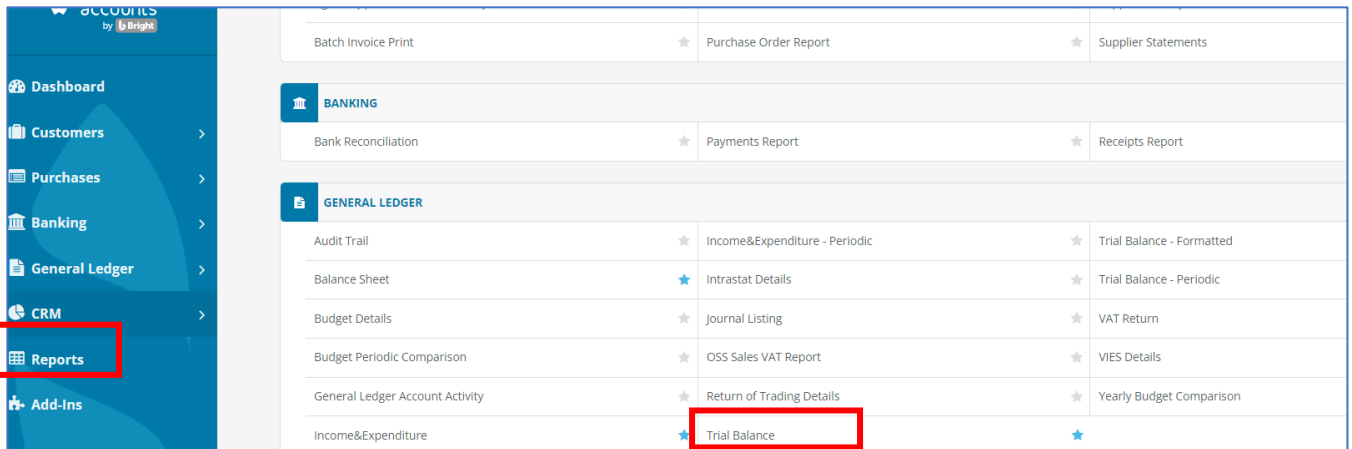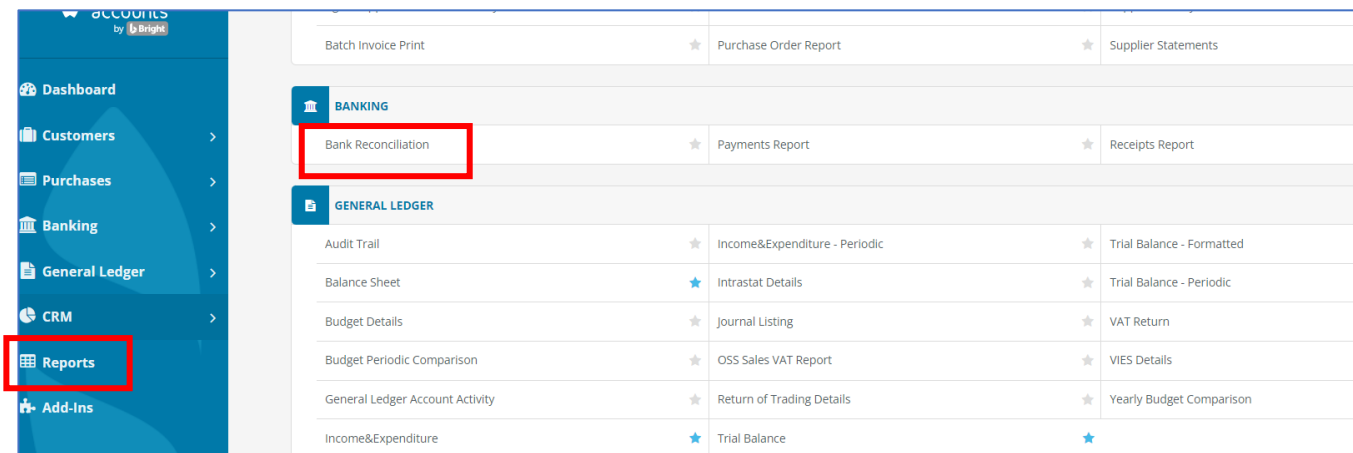

➢ Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
ACCT. CODE FROM	Specify the nominal code for the first bank account in your chart of accounts.
ACCT. CODE TO	Specify the nominal code for the last bank/cash account in your chart of accounts.
DEP	Select the department you want to print, for the board of management report leave blank.

➢ To generate the report click on "Run".
➢ Then you can print the report, save as a pdf or generate as an excel file.
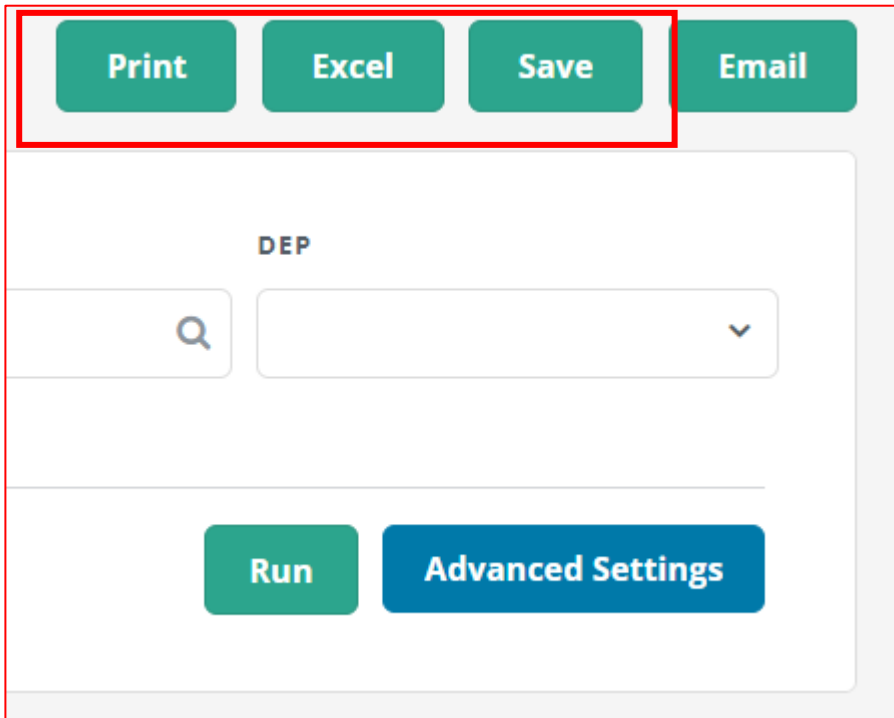
ii. A bank reconciliation statement for each bank account
➢ From 'Reports' > under the 'Banking" heading select 'Bank reconciliation'.

- ➢ Select the report by statement by date, nominal bank code and name. Under report type select 'Unreconciled'. Then select 'Run'.
- ➢ You can print the bank reconciliation report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

iii.   Payments listings for each bank account

- ➢ From 'Reports' > under the 'Banking" heading select 'Payments report'.
- ➢ Enter the following criteria, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	E.g. Supplier/Non-supplier etc. To see a full list of receipt, select 'All'.
PMT. TYPE	Payment method. To see a full list, select 'All'.
DOC. NO. FROM	If you want to view the report within a range of specific document number, specify the first document number within the range. No need to complete this.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range. No need to complete this.
BANK	Bank account.
DEP	Department, leave blank or select all to see all transactions.

- ➢ To generate the report click on "Run".

- ➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

iv.   Receipts listings for each bank account

➢ From 'Reports' > under the 'Banking" heading select 'Receipts report'.
➢ Enter the following criteria, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	E.g. Customer/Non-customer etc. To see a full list of receipt, select 'All'.
PMT. TYPE	Payment method. To see a full list, select 'All'.
DOC. NO. FROM	If you want to view the report within a range of specific document number, specify the first document number within the range. No need to complete this.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range. No need to complete this.
CO-ORDINATOR	Select the value. No need to complete this.
BANK	Bank account.
DEP	Department, leave blank or select all to see all transactions.

➢ To generate the report click on "Run".

➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

v.   **Income and Expenditure Account report showing actual versus budgeted figures**

➢ From 'Reports' > under the 'General Ledger' heading select 'I&E Report'.

➢ Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
DEP	Select the department you want to print, for the board of management report leave blank.

➢ To generate the report click on "Run".
➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

vi. Balance Sheet report

➤ From 'Reports' > under the 'General Ledger' heading select 'Balance Sheet Report'.

➤ Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
DEP	Select the department you want to print, for the board of management report always leave blank.

➤ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

vii. Aged creditors/suppliers listing report

➤ From 'Reports' > under the 'Purchases' heading select 'Aged Supplier Balance Summary'.

➤ On the Aged Supplier Balances report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the balances for all suppliers will be shown.

Field	Description
DATE TO	Date on which you want to view the report i.e. the current period you have reconciled.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range. Leave blank for the board of management report.

SUPPLIER TO	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range. Leave blank for the board of management report.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

- ➢ Click 'Run' to generate the report.
- ➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

viii. The nominal/general ledger activity report

- ➢ From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Activity'.
- ➢ Select the report criteria:

Field	Description
Based on	Select period
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
ACCT. Code FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range. Leave blank for the board of management report.
ACCT. Code To	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range. Leave blank for the board of management report.
DEP	Select the department you want to print, for the board of management report always select 'All'.

- ➢ Click 'Run' to generate the report.
- ➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

ix. School income received in advance (department report)
- ➢ From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Activity'.
- ➢ Select the report criteria:

Field	Description
Based on	Select period
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.

PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
ACCT. Code FROM	2105
ACCT. Code To	2105
DEP	Select the department you want to print, for the board of management report always select "All".

➢ In advance setting under 'Sorting' > select 'Code', then 'Department', tick the 'Total' box and select 'Update'.

➢ Click 'Run' to generate the report.
➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

x. Trial balance
➢ From 'Reports' > under the 'General Ledger' heading select 'Trial Balance'.

➢ Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
ACCT. Code FROM	Leave blank
ACCT. Code To	Leave blank
DEP	Select the department you want to print, for month end file always leave blank.

➢ To generate the report click on "Run".

➢ You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.